



HOW TO OBTAIN

No-Plan Permits

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 236-6405 for appointments and (619) 236-6270 for information.

INFORMATION
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This Information Bulletin defines “No-Plan Permits” and the procedures for obtaining a no-plan permit. For clarification or additional information in regard to a specific project visit Early Assistance at the Development Services Center, 1222 First Ave., Third floor, or call (619) 236-6270.

I. WHAT IS A “NO-PLAN PERMIT”?

Unless specifically exempted by the City of San Diego Building Code Amendments, a permit is required for all construction work. If in doubt, consult Information Bulletin 115, “Regulations Covering Permit Exemptions,” or call (619) 236-6270 for information.

Certain permits may be obtained without plans and the formal plan review process. For example, the installation of a water heater does not require building plans.

These “no plan” permits include: plumbing, mechanical and electrical permits; repair in kind permits; roof resheathing; stucco; permits to move; payment of reinspection fees; and final only permits, with appropriate documentation. (“Final only” permits are issued for expired permits where all inspections were passed except final inspection.)

II. WHERE TO OBTAIN A NO-PLAN PERMIT

A. PermitFax Service

The PermitFax Service lets customers with credit cards obtain no-plan permits using their FAX machine and a Visa or MasterCard (sorry, no other credit cards are accepted). Permits received by FAX before 2:00 p.m. will be processed on the day received; permits received after 2:00 p.m. will be processed on the following day. If you require more than 10 permits, it is necessary for you to fax them no later than 11:00 a.m. for same day service. The invoice/permit will be mailed on the day it is processed, along with Inspection Records and/or Electrical Circuit Cards, as required. To use this service, simply FAX the following information to (619)533-4529:

1. A completed Permit Application (DS-3032). Make sure all applications are legible and are signed in the applicable spaces.

2. A copy of your current contractor’s license information and proof of workers compensation insurance (if applicable). This information must accompany your request each time you obtain a permit.

3. A “Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical” (Information Bulletin 103).

Documents referenced in this Information Bulletin:

- DS-3032 Permit Application
- DS-3099 PermitFax Credit Card Authorization
- Information Bulletin 115, Regulations Covering Permit Exemptions
- Information Bulletin 103, Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical
- Information Bulletin 110, Plan Check to Permit Issuance
- Information Bulletin 101, Building Valuation Schedule
- Information Bulletin 102, General Fee Schedule
- Information Bulletin 120, How to Obtain Project Inspections
- Information Bulletin 117, Regulations Covering Permit Expiration, Extension

4. A completed PermitFax Credit Card Authorization Form.

B. In Person

Permits may be obtained in person at:

1. The Development Services Center, 1222 First Ave., San Diego, Third floor. Permits are issued at this office 7 a.m. to 4 p.m., Monday-Thursday; 7 a.m. to 3 p.m. Friday.

2. The Field Inspection Office, 9601 Ridgehaven Court, (619) 492-5070. Permits are issued at this office between 7 a.m. and 4 p.m. Monday-Friday. This location can only accept payment by check, money order, or credit card.

3. Community Service Centers, selected days and hours only — please telephone to assure availability:
3902 El Cajon Blvd., Suite A, (619) 235-1133
4680 Market St., Suite B10, (619) 527-3466
17110 Bernardo Center Dr, 2nd Floor (760) 538-8070
2985 Coronado Ave., Suite D, (619) 424-0220
663 East San Ysidro Blvd., (619) 424-0230
4731 Clairemont Dr., (619) 581-4111
2640 Decatur Rd., Naval Training Center Bldg. 200, (619) 221-8955

Other Community Service Centers are being developed. To locate your nearest Community Service Center and determine the hours for Development Services staff, please call (619) 236-6270. Payment by cash is not accepted at the Community Service Centers.

This information is available on alternative formats for persons with disabilities.
To request this bulletin in alternative format, call (619) 236-7703 or (800) 735-2929 (TT).

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III. FORMS TO COMPLETE

A. Permit Application

All building or combination permits require a fully completed Permit Application (DS-3032). Refer to the back of the permit application for instructions on completing the application. *Important:* there are *no* exceptions to the workers' compensation insurance requirements.

The application must contain a complete description of work. If the space on the application is insufficient, attach an addendum to the application. A separate permit application must be submitted for each separate building.

If electrical, mechanical or plumbing work is being done as part of the repair/replacement, a combination permit will be issued for single family residences or duplexes. For multifamily residence and commercial buildings, separate permits are necessary, but one application is sufficient for all permits when obtained at the same time.

B. Fee Schedule and Worksheet for Mechanical, Plumbing/Gas Electrical.

In most cases, the no-plan permit will include one or more of these items found on Information Bulletin 103. "Fee Schedule and Worksheet for Mechanical, Plumbing/Gas, Electrical."

C. Insurance Certification

If the project involves paid employees, a Worker's Compensation Certificate of Insurance must be provided. Permits to Move require a certificate of insurance for automobile liability.

IV. REPAIR -IN-KIND PERMITS

"Repair-in-kind" refers to construction to repair structural damage caused by fire, flood, insects, collision, and normal wear and tear. Enough of the structural components must remain so that the Field Inspector can verify that the new work matches the existing. If the structure is located in the Coastal Zone, restrictions may apply. Call 236-6270 for additional information.

After the permit has been issued, the Field Inspector may determine that the damage is too extensive to qualify as a "repair-in-kind" permit and may request that plans be submitted for review. Refer to Information Bulletin 110, "Plan Check to Permit Issuance" for plan submittal information.

V. ROOF STRUCTURE ALTERATIONS

No permit is required to replace the existing roof covering if replacing with the same material or with materials installed to the same specifications.

Repair/replacement permits are issued for roof structure alterations, such as the placement of plywood over existing skip sheathing. The description of work should include the grade, thickness of the ply-

wood, and new roof covering material. Also provide the square footage being replaced.

If the new roof covering is heavier than the existing or if the roof configuration is being altered, plans will be required for review. Refer to Information Bulletin 110, "Plan Check to Permit Issuance" for information.

VI. STUCCO OR DRYWALL REPAIR/REPLACEMENT

No building permit is required for the application of a new color coat to existing stucco walls.

No building permit is required for minor drywall replacement associated with electrical, mechanical or plumbing work as it will be inspected with those permits.

Otherwise, permits *are* required, but may be obtained without plans. Provide the square footage of stucco or drywall to be permitted in the description of work on the application.

VII. PERMIT FEES

The cost of building permits is determined by the nature of the proposed construction. Most construction activities are listed in Information Bulletin 101, "Building Valuation Schedule." For activities not listed in Bulletin 101, the contractor's or homeowner's estimated valuation of the work may be accepted. Decorative items such as paint, cabinet work, or floor coverings should not be included in the estimate. A fair market value for labor must be included in a homeowner's estimate.

Once the valuation of the work has been established, fees can be determined from Information Bulletin 102, "General Fee Schedule." No plan check fee will be charged when no plans are required.

VIII. WHEN THE PERMIT IS ISSUED

When a building or combination permit is issued, an Inspection Record Card will be provided. If electrical work is included, a Circuit Card will be provided that must be completed by the permittee prior to field inspection.

X. INSPECTIONS

Inspections may be requested for the day after the permit is issued by calling (619) 581-7111. For information on required inspections consult Information Bulletin 120, "How to Obtain Project Inspections." Combination, building, and miscellaneous permits are active for 180 days. A scheduled, passed inspection will extend the permit 180 days from the date of inspection. Additional information regarding permit expiration and extension can be found in Information Bulletin 117, "Regulations Covering Permit Expiration, Extension."